

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 12-80**

**OPEN TO:** Current Employees of the Mission

**POSITION:** Visa Assistant, FSN-7\*; FP-7\*

**OPENING DATE:** July 12, 2012

**CLOSING DATE:** July 25, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident:  
(Position Grade: FP-7 is confirmed by Washington)

\*Ordinarily Resident: JD 8,587 p.a. (Starting salary)  
(Position Grade: FSN-7)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST PROVIDE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual for the position of Visa Assistant in the Consular Section.

## **BASIC FUNCTION OF POSITION**

The incumbent is responsible for the daily processing of Immigration Visas (IV) applications from the point of the initial inquiry and petition through the final interview and issuance or refusal of the visa. The incumbent prepares IV documents and assists in the answering of routine correspondence, reports, cables, and other administrative tasks as assigned.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of high school is required. **Supporting documentation (i.e., high school certificate) must be included in the application for eligibility purposes.**
2. Two years in administrative, governmental, paraprofessional or consular operations is required.
3. Fluency level (4) in English and Arabic languages is required. English proficiency will be tested. A score of 785 in TOEIC exam or 96 in TOEFL IBT exam are accepted. The score provided must have been obtained within last six months.
4. Must have excellent interpersonal skills. Ability to interact with the public with tact and good judgment and to safeguard information is required.
5. Ability to work collaboratively with teammates under time constraints in a fast-paced work environment.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that employment.
4. Successful candidates must obtain the required security clearance.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for US Federal Employment (DS-174, or Application for Employment Form); or

2. A current resume or curriculum vitae that provides the same information as an DS-174.
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office

Applications can also be submitted electronically through  
**AmmanEmployment @state.gov**

## **POINT OF CONTACT**

Telephone: 5906508

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a US citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and family members of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 25, 2012**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.